

M1R5 IT Tools & Network Basics

Introduction to Computer

Topic Reference | Exploring Common Input Devices | September 11, 2026

Topic Summary

Topic: Exploring Common Input Devices

Book: (M1-R5) Information Technology Tools & Network Basic

1 Exploring Common Input Devices

Learn about various devices used to feed data and instructions into a computer, such as keyboards, mice, scanners, and microphones.

Key Points:

Input Devices

Input devices are hardware components that allow users to enter data, commands, and instructions into a computer system. They convert human-readable input into a form that the computer can understand (binary code).

Common Input Devices:

- **Keyboard:** The most common input device for entering text and characters. It typically has alphanumeric keys, function keys, and special keys.
- **Mouse:** A pointing device used to control the cursor on the screen and select items. Types include optical mouse, laser mouse, and trackball mouse.
- **Scanner:** Converts physical documents or images into digital format that can be stored and manipulated by a computer. Types include flatbed scanners and handheld scanners.
- **Microphone:** Used to input audio (voice, music) into the computer. Essential for voice commands, recording, and communication.
- **Joystick:** A pointing device primarily used for gaming and controlling objects in a virtual environment.
- **Light Pen:** A pen-like pointing device used to select or draw directly on a computer screen.
- **Touchscreen:** A display screen that allows direct interaction by touching it with a finger or stylus. Common in smartphones, tablets, and some laptops.
- **Barcode Reader:** Reads barcodes (patterns of lines) to input product information, commonly used in retail.
- **Optical Mark Reader (OMR):** Detects marks made on a paper form, often used for grading multiple-choice exams.
- **Optical Character Reader (OCR):** Converts scanned images of text into machine-encoded text.
- **Magnetic Ink Character Recognition (MICR):** Reads specially formatted characters printed with magnetic ink, primarily used in banks for processing cheques.

Exam Tip: Be able to identify various input devices and describe their primary function. Some questions might ask to distinguish between pointing devices and direct data entry devices.